

Minutes of the Personnel Committee

Tuesday, November 17, 2009

Chair Schellinger called the meeting to order at 12:32 p.m.

Committee Members Present:

Tom Schellinger (Chair)
James Heinrich
Dave Falstad (arrived at 12:54 p.m.)
Steve Wimmer

Paul Decker
Ted Rolfs (left at 2:03 p.m.)

Absent:
Peter Gundrum

Present:

Chief of Staff Mark Mader
Senior Human Resources Analyst Sylvana Radmer
Risk/Purchasing Manager Laura Stauffer
Employment Services Manager Sue Zastrow
Sheriff Dan Trawicki
Business Manager Lyndsay Johnson
Senior Human Resources Analyst Renee Gage

Principal Human Resources Analyst Terry Sgarlata-Lutz
Labor Relations Manager Jim Richter
Office Services Coordinator Windy Jicha
Senior Financial Analyst Clara Daniels
Inspector Steve Marks
Deputy Inspector Eric Severson
Supervisor Fritz Ruf

Approve Minutes of October 20, 2009

MOTION: Heinrich moved, Wimmer second, to approve the minutes of October 20, 2009. Motion carried 5-0.

Schedule Next Meeting Dates

- Tuesday, December 8 at 1:00 p.m.

Ordinance 164-O-062: Authorize Waukesha County Sheriff to Contract for Police Services with the City of Pewaukee

Trawicki said this ordinance authorizes the Waukesha County Sheriff to contract with the City of Pewaukee to provide police services. The relationship with the city is good and the process is on track to make the January 1, 2010 deadline with no problems. Currently, the county is conducting interviews and screening applicants. A large number of City of Pewaukee employees have applied for jobs and they seem anxious to join the county.

Wimmer asked where are we in legal proceedings? Are there any delays? Trawicki said the union asked for an injunction but was denied. Waukesha County is moving forward even though there will be referendum questions on the issue in spring. The referendum questions would ask to make it mandatory to have a referendum on law enforcement services contract and require a supermajority vote by the Common Council to approve such a contract. Wimmer asked are there any pending motions for restraining orders or injunctions? Trawicki said there are none.

Schellinger asked are the costs included in the fiscal note enough to cover all costs? Trawicki said the costs are fully loaded. The city is aware of what the costs will be.

Decker asked if hired, would former City of Pewaukee officers be assigned to the City of Pewaukee?

Trawicki said it will be a blend. Some officers do not want to work in the City of Pewaukee and the City of Pewaukee does not want some of their former employees working in their area. If people want to work in the City of Pewaukee and the City of Pewaukee wants them, they will work there. The City of Pewaukee officers will have many opportunities to choose from.

Rolfs asked what hiring processes do the Pewaukee officers have to follow? Trawicki said they will follow the county's normal hiring process which includes drug and physical testing, interviews, etc. but will not be required to take the written test.

Schellinger asked if the county's benefit package is better than the city's? Richter said the county's benefit package is better than the city's with different retirement plans and a few other minor differences. The major difference is that deputies are enrolled in WRS while the City of Pewaukee is not. Sick leave can be brought over from the city to the county at the county's maximum amount. Pewaukee has higher accumulated sick leave levels than the county. The new county employees will get a new seniority date but receive credit for time served at Pewaukee to determine vacation levels. Health and dental insurance cost more at the county.

Trawicki said the county will offer a high level of service to the city, doing what is in the best interest of the city and the county. The consolidation of services benefits all county residents and reduces the duplication of services such as certain crime units, special teams, tactical teams, etc. He has told the police chiefs that he will never voluntarily come to their communities talking about consolidation. If asked, he would make a presentation about county services. Ruf said the Sheriff is doing a good job working with available resources and handling the situation. Heinrich said it is a great opportunity to show the effects of consolidation and opens the door for further consolidation. Trawicki said the consolidation saves money by eliminated duplication and layers of staff.

Heinrich asked if there is a lot involved in converting the City of Pewaukee's facility into a Sheriff's Department substation? Trawicki said minor changes would be needed with such items as phone services and lines, property inventory, record keeping, etc.

Heinrich asked does approval of this ordinance adopt the contract? If so, do the committee and board members get to see the contract before the vote is taken? Krahn said this ordinance approves the contract and gives the Sheriff the power and authority to sign the contract. Heinrich said it is unusual to approve a contract the county board has never seen. Krahn said it has been done before. Schellinger agreed that the board should receive copies of the contract before this ordinance is voted on. Krahn said he would provide copies of the contract to the committee today.

MOTION: Rolfs moved, Decker second, to approve Ordinance 164-O-062.

Falstad arrived at 12:54 p.m.

Motion carried 6-0.

Presentation on the New Employee Applications System

Zastrow said Waukesha County recently purchased Neo-Gov, an automated employment application system, specializing in government recruitments. Neo-Gov is an online application with very little upkeep, easy installation and training, and no onsite server needs. The start-up costs for the application are \$7.5K with annual costs of \$9K. This very efficient system will save the county staff time, postage,

copying fees and paper and provide faster turnaround times for departments and applicants.

Radmer gave the committee an electronic tour of the system including functions for internal and external candidates, job descriptions, benefit listings, qualifications, explanation of duties, application status, reports, etc. Radmer said people can also complete "interest cards" to be notified of specific jobs openings.

Decker asked how will people without internet connections find out about job openings? Zastrow said advertisements will be run in newspapers but paper copies of resumes will not be accepted. People can come into the Human Resources office to complete an application electronically. All rejections will be handled electronically.

Closed Session: The committee will go into closed session in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues pertaining to the AFSCME Master Unit Local 2494, and to approve the closed session minutes of previous meeting(s).

MOTION: Heinrich moved, Wimmer second, to go into closed session at 1:33 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues pertaining to the AFSCME Master Unit Local 2494, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Wimmer moved, Falstad second, to return to open session at 2:07 p.m. Motion carried 5-0.

Review the County's New H1N1 Influenza Pandemic Preparedness Policy

Stauffer said the new H1N1 Influenza Pandemic Preparedness Policy was written with broad terminology due to the constant changes in the situation. The main focus of the policy is prevention and to keep sick people at home. The county will continue to communicate with employees as changes occur through an H1N1 icon and information blasts on the intranet. Those employees without intranet will receive communications in other ways. The policy describes the occupational risk pyramid for exposure risks and preventative measures employees can take. The policy includes *Appendix HR-2600-A: Waukesha County Absence Policy for Employees with Symptoms of or exposure to Novel H1N1 Flu* dated November 9, 2009, detailing recommended actions for employees with symptoms of H1N1, return to work requirements, payroll considerations for employees with symptoms of H1N1, other common absence and/or payroll situations and employee actions to prevent exposure to H1N1. The standard sick policy requiring a doctor's note to return to work if absent for three days or more or to qualify for FMLA has been replaced with the H1N1 Employee Self-Certification Form. Sgarlata-Lutz said employees with documented attendance problems will be exempt from self-certifying H1N1 absences.

Heinrich asked is it discriminatory to exclude people from this policy? Sgarlata-Lutz said these employees do not have the same absence records as everyone else so they are treated as such. Richter said there are only a few employees who are not good stewards of their sick time. They are treated differently because of their past behaviors.

Discuss Vacation Carryover for Employees Involved in H1N1 Clinics

Richter said he is requesting an exception of the county's vacation carryover policy for employees associated with H1N1 clinics and programs. With the large amount of time spent on H1N1 and scheduling changes, some employees will be unable to use their vacation time by the end of the year.

The current policy allows nonrepresented employees to carryover 40 hours of vacation time annually and represented employees to use their vacation time or lose it. The exception for this year only would allow those employees dealing with the H1N1 crisis to carryover 40 hours vacation time to 2010. If this time is not used in 2010, it will be forfeited. The exception would include all public health employees, those involved with the H1N1 crisis from other departments with manager/supervisor approval and supervisors (supervisors will be allowed to carryover 80 hours).

Falstad asked if this exemption has any budgetary impacts? Richter said it will have no budgetary impacts since no payouts of the time would be allowed.

MOTION: Decker moved, Falstad second, to accept Vacation Carryover Policy for employees involved in H1N1 Clinics. Motion carried 5-0.

MOTION: Heinrich moved, Wimmer second, to adjourn the meeting at 2:27 p.m. Motion carried 5-0.

Respectfully submitted,

Ted Rolfs
Secretary